

ER-4-9523

10 DEC 1953

MEMORANDUM FOR: Chief, General Services Office
SUBJECT : Microfilm Project, Office of Collection
and Dissemination

1. On 21 November 1953, the staff study recommending the adoption of the Office of Collection and Dissemination microfilm program was approved.

2. At the meeting on this matter, held 13 November 1953, it was determined that General Services Office, Organisation and Methods Service, and the Office of Collection and Dissemination would work together on the implementation of the program, with particular emphasis on keeping records at a minimum to assure microfilming of only significant documents and to provide for the vital records material.

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L. K. WHITE
Acting Deputy Director
(Administration)

SA/DDA:MM:hh (9 Dec 53)

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